

## Finish the tasks

If a task has been completed by an employee, it must be completed in TIM for continuing the process. A task can be completed in the Clients on 4 different ways :

### Properties

If you are in [Properties](#) of the task you can use the button **Finish task** for closing the task.

### Smartform

If the smartform is open you can save the smartform and also complete the task with the button **Save form and finish task**

The screenshot shows the 'Smartform' tab in the TIM interface. The form is divided into sections: 'Vertrieb' and 'Support'. The 'Vertrieb' section contains the following fields:

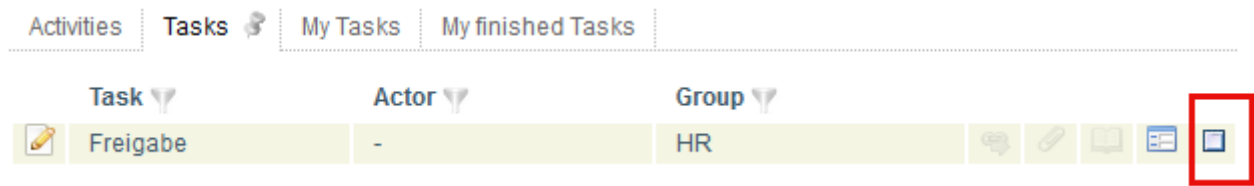
- Vertrieb \***: A dropdown menu with the text 'Bitte auswählen...'.
- Kunde \***: A text input field containing 'fd'.
- Konditionen**: A large text area.
- PoC zur Verfügung gestellt bis \***: A date input field containing '04.06.2014'.
- Projektleiter \***: A dropdown menu with the text 'Bitte auswählen...'.
- PoC Inhalte**: A large text area.
- Entwickler**: A dropdown menu with the text 'Bitte auswählen...'.
- Prozess abgenommen**: Radio buttons for 'Ja' (selected) and 'Nein'.
- Bemerkung**: A large text area.
- Server notwendig**: Radio buttons for 'Ja' and 'Nein'.

The 'Support' section contains a 'Server Info' field, which is a large text area. At the bottom of the form, there are two buttons: 'Save form and finish task' (highlighted with a red arrow) and 'Save'.

### List

With the list of the tasks one or more tasks can be completed directly. The corresponding checkbox

must be clicked. By tapping the control key it is possible to select multiple tasks, which turn green then, and to close them.



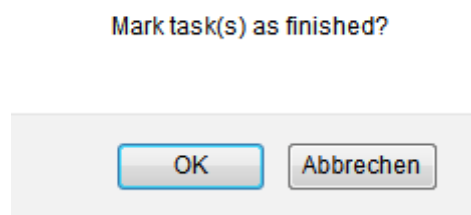
## Context menu

It is also possible to finish a task via the context menu, which you can reach by right-click the task.



## Confirmation

However, before a task can be closed, a confirmation window opens for avoiding any incorrect entries.



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